

**EXECUTIVE SECRETARIAT**  
Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR				
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9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA	X			
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Remarks:

Recommendation please to DCI.

Executive Secretary  
29 April 1983

Date

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Executive Registry

83-2298

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April 27, 1983.

Dear Mr. Director:

As Personal Photographer to the President, my duties are to document President Reagan's day-to-day activities. Additionally I have had a great interest in the art of photographic portraiture throughout my professional career.

I would be deeply honored if you would allow me to take a formal portrait of you for a private project of mine. A fact sheet about the project and a schedule for the first in a regular series of sessions are enclosed.

Fully realizing that you are extremely busy, it is quite possible that these times might be inconvenient to you. If so, please don't hesitate to contact me to arrange a mutually convenient time. The bottom line for me is that I would like the project to be as all-inclusive as possible. I want very much to do YOUR portrait.

As a memento of your participation I will be delighted to give you a selected archival print for your personal files.

I look forward to our session.

Yours Sincerely,

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Director William J. Casey  
The Central Intelligence Agency  
Washington, D.C. 20505

DCI  
EXEC  
REG

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THE PORTRAIT PROJECT, INC.  
1727 S Street, N.W.  
Washington, D.C. 20009  
202-483-7141

" The portrait is a form of biography. Its purpose is to inform now and to record for history. We must record facts, not fiction or idealized images. The vital visual facts in today's magazine make tomorrow's history textbook. "

Arnold Newman.

The Portrait Project is a non profit corporation created by [redacted] Personal Photographer to the President, to put together a handsome set of related portraits taken from a single aesthetic viewpoint in a context detached from the official setting of Washington. The subjects of this bi-partisan collection will include (amongst others) members of the Congress, of the Cabinet, of the Judiciary, White House staff, and the Media.

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This project would supplement [redacted] documentary coverage at the White House, and, in fact, is another way of documenting an era.

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The end product will be a series of archival portfolios to be donated (pending their acceptance) to the Ronald Reagan Library, the National Archives, the Library of Congress and the National Portrait Gallery.

The Portrait Project has been approved by the White House Counsel's Office and has been granted a " 501c(3) " designation by the Internal Revenue Service.

[redacted] is donating his services to the project and the copyright to the portraits will be owned by the Portrait Project. The negatives eventually will be donated to the Ronald Reagan Library when it is set up.

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An important conceptual component of The Portrait Project is to photograph each person selected in a low pressure environment. In this regard the project will be separated from Mr. [redacted] daily routine at the White House. To make as efficient use of his limited time as possible, the project has leased part of a suitable house in downtown Washington for studio, darkroom, and work space.

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THE PORTRAIT PROJECT, INC.

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Because the photographs are to be personal portraits of noted individuals, it is necessary to create an atmosphere where the subjects can relax and where the photographer can relate to the subjects in a personal matter.

Another key ingredient in making The Portrait Project successful is uniformity of style through lighting and background. Lighting similar to the north window light of the Old Dutch Masters is the desired effect. A dark plain seamless paper background would be used.

In order to make this collection of photographs more interesting, the images would vary from tight head shots to three-quarter length.

The collection of photographs from The Portrait Project would be about 300 photographs. The Portrait Project is scheduled to begin in early 1983, and conclude in January 1985.

Each subject would receive an archival print of himself as a token of appreciation for his participation in the project.

THE PORTRAIT PROJECT, INC.  
1727 S Street, N.W.  
Washington, D.C. 20009  
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The Portrait Project's inaugural series of portrait sessions will be held on the following dates:

Saturday May 14, 1983: 10:00 a.m. to 6:00 p.m.

Sunday May 15, 1983 : 10:00 a.m. to 6:00 p.m.

Monday May 16, 1983 : 6:30 p.m. to 9:30 p.m.

Tuesday May 17, 1983 : 6:30 p.m. to 9:30 p.m.

Sessions will be scheduled for about 20 minutes each on the hour and the half-hour during the hours above.

The Address: 1727 S Street, N.W.

Dress: Regular business attire.

If the schedule above conflicts with your own schedule please call  to arrange a mutually convenient time.

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To schedule a session, please call  at 483-7141.

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